



## ADDENDUM NO. 2

**TITLE:** RE-BID NO.2 OF FORMER GOVE ELEMENTARY  
SCHOOL PROPERTY DEVELOPMENT

**RFPNO:** 05-2021

**DATE:** November 3<sup>rd</sup>, 2021

**RFP CLOSING DATE:** November  
17<sup>th</sup>, 2021 @ 3:00PM

**NUMBER OF PAGES:** 4

This Addendum to the drawings, specifications and contract documents is issued to provide additional information and clarification to the original Request for Proposal documents and is hereby declared a part of the original drawings, specifications and contract documents. In case of conflict, this Addendum shall govern.

Proposers shall acknowledge receipt of this Addendum in the appropriate place in the proposal form.

### DESCRIPTION

THIS ADDENDUM INCLUDES:

1. PRE-PROPOSAL MEETING MINUTES
2. MEETING SIGN-IN SHEET
3. ADDENDUM COVER PAGE

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CITY OF BELLE GLADE

A blue ink signature of Neil Appel, consisting of a stylized 'N' and 'A'.

Neil Appel, C.P.M.  
Purchasing Manager

PROPOSER

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed, Title

\_\_\_\_\_  
COMPANY



## Pre-Proposal Conference Meeting Minutes

RFP # 05-2021

Name: Re-bid No.2 of Former Gove Elementary School Property Development

Date: Wednesday, November 3<sup>rd</sup>, 2021 Time: 10:00AM

Attendees:

Proposers: See attached sign in sheet.

City :

Neil Appel	NA	Purchasing Manager
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The meeting commenced at 10:13AM.

	<b>1</b>	<b>INTRODUCTIONS-OVERVIEW</b>	
NA		1.1	Developers and City Staff introduced themselves.
NA		1.2	The Purchasing Manager gave a brief overview of the project.
NA		1.2.1	Defined Workforce Housing per the deed as "Housing affordable to natural persons or families whose total annual household income does not exceed 140 percent of the area median income for Palm Beach County, adjusted for household size." NSP requires that a subset of housing units within the project serve households with incomes no greater than 120% of Area Median Income for no less than 20 years. Proposers were cautioned to confirm this with Palm Beach County.
NA		1.2.2	Workforce Housing can include single family homes, town homes or combinations for sale or ownership. The development plan should be sensitive to and compatible with the surrounding residential neighborhoods, parks, new Gove Elementary School, and other existing uses.
NA		1.3	The City has demolished and removed 17 portable buildings. (See the redline area in the attached Exhibit "C"). This demolition will no longer be a requirement of the developer. Additional funding up to \$800,000 will be provided by Palm Beach County (PBC) from the federal Neighborhood Stabilization Program (NSP)
NA		1.4	The Development Agreement will also require the developer to secure payment and performance bonds based upon the submitted development cost estimate.
NA		1.5	In place of a certified or audited financial statement, proposer may submit a five percent (5%) bid bond. The amount of the bid bond will be five percent (5%) of the amount submitted as the development cost estimate as stated in tab 9, section 9.8.
NA		1.6	Failure to submit the required financial statement or bid bond shall cause your submittal to be rejected as non-responsive.
NA		1.7	No rental properties will be allowed. Condominiums, single family, mixed types of properties for home ownership is the City's goal.
NA		1.8	Contact Palm Beach County Utilities for a utility plan.
NA		1.9	"As built" plans are available on a thumb drive from the City Clerks office.
NA		1.10	Any deed revert clause dates for completion will be based on the approved schedule and timeline.
NA	<b>2</b>	<b>RFP PROCESS</b>	
NA		2.1	This is a non-mandatory meeting.
NA		2.2	All attendees should be cautioned that undocumented oral statements made during the meeting shall not be binding. Only those oral statements recorded in the meeting





			minutes shall be considered a part of the meeting and shall be binding in the context of their meaning.
NA		2.3	The point of contact is Neil Appel, Purchasing Manager for the RFP process. All communications are to be written and emailed to the City, attention Neil Appel, Purchasing Manager. He will distribute to appropriate staff and upload all addendums to the City website for distribution.
NA	3	<b>RFP SCHEDULE: (TENTATIVE)</b>	
NA		3.1	RFP Closing Date: Wednesday, November 17 <sup>th</sup> , 2021 @3:00PM
NA		3.2	RFP shortlist Date: Tuesday, November 30 <sup>th</sup> , 2021 @ 10:00AM in the Commission Chambers
NA		3.3	Interview date to be determined.
<b>QUESTIONS</b>			
		1	What was the cost of the demolition for the 17 portable buildings? <b>Ans:</b> Approximately \$120,000.00
		2.	What is the contracting process with the City and Palm Beach County? <b>Ans:</b> The developer must first execute a contract with the City, provide the 100% Performance and Payment Bonds, and then will proceed to Palm Beach County to execute a contract to receive NSP funding. Palm Beach County will determine NSP funding distribution.
		3.	Is the determining the playground design? <b>Ans:</b> The developer will submit their playground plan taking into consideration the development location and surroundings to the City. The City will review and after approval the playground plan will be part of the development project.
		4	Will the developer be responsible for drainage construction? <b>Ans:</b> Yes.
		5.	What is the current zoning for the site? <b>Ans:</b> The current zoning is R-1, Residential Single Family only. However, the City will work with the developer if the developer wants to change the zoning to R-2, P.U.D., etc.
		6.	How long is the permit process? <b>Ans:</b> The City wants to expedite the process as much as possible and will assist the developer to move the permit process along.
		7.	Is there a timetable for the development process? <b>Ans:</b> There is a revert clause if the process is not completed within two years subject to Commission approval/ modification. Additional terms are in the RFP and contract. <b>THIS RESPONSE IS MODIFIED AFTER THE MEETING</b>
		8.	Will the City consider extending the closing date? <b>Ans:</b> No. The City Commission wants this project to move forward.

The meeting adjourned at: 10:30 AM.

Respectfully submitted,

Neil Appel, C.P.M.  
Purchasing Manager

If we do not receive correspondence regarding the accuracy of these minutes within 24 hours, we will assume they have been accepted as correct.



# RFP PRE-PROPOSAL MEETING SIGN-IN SHEET

RE-BID NO.2 OF FORMER GOVE ELEMENTARY SCHOOL  
PROPERTY DEVELOPMENT

PROJECT #: 05-2021 PROJECT NAME:

DATE: 11/3/2021

	Company/Representative	Address	Phone & Fax #	email
1	ROBERT LOVE	2638 GATKEYE AVE P	561 888 7656	—
2	John Wilson	645 EILON AVE	561-993-5761	
3	JAMES T. HOUSTON III	685 S. MAIN ST	561-843-2535	jthouston3040.com
4	JAMES T. HOUSTON JR	3508 E. 104 <sup>TH</sup> ST	(816) 215-5912	
5	NIEL SHOOPMAN	4807 PGLA BLVD	954-648-2898	nshoopman@kolter.com
6	Ron Davis / Mosnar Group	500 S. Australian Ave #618	(561) 820-4880	rdavis@mosnargroup.net
7	Neil Gray	CRe Round Mz.	561 996-444 x 2135	wsp@bellegale-fl.com
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